

Equality and Human Rights Screening Template

The PHA is required to address the 4 questions below in relation to all its policies. This template sets out a proforma to document consideration of each question.

What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? (minor/major/none)

Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?

To what extent is the policy likely to impact on good relations between people of a different religious belief, political opinion or racial group? (minor/major/none)

Are there opportunities to better promote good relations between people of a different religious belief, political opinion or racial group?

SCREENING TEMPLATE

See [Guidance Notes](#) for further information on the 'why' 'what' 'when', and 'who' in relation to screening, for background information on the relevant legislation and for help in answering the questions on this template .

(1) INFORMATION ABOUT THE POLICY OR DECISION

1.1 Title of policy or decision

Public Health Agency - Whistleblowing Policy 2018

1.2 Description of policy or decision

Whistleblowing refers to staff reporting suspected wrongdoing at work, for example, concerns about patient safety, health and safety at work, environmental damage or a criminal offence, such as, fraud.

The PHA recognises that many issues are raised by staff and addressed immediately by line managers – this is very much encouraged. This policy and procedure is aimed at those issues and concerns which are **not resolved, require help to get resolved or are about serious underlying concerns.**

The aim of the policy is to promote a culture of openness, transparency and dialogue which at the same time:

- gives reassurance that it is safe and acceptable to speak up;
- upholds patient confidentiality;
- contributes towards improving services provided by the PHA;
- assists in the prevention of fraud and mismanagement;
- demonstrates to all staff and the public that the PHA is ensuring its affairs are carried out ethically, honestly and to high standards;
- provides an effective and confidential process by which genuine concerns can be raised so that patients, clients and the public can be safeguarded.

1.3 Main stakeholders affected (internal and external)

For example staff, actual or potential service users, other public sector organisations, voluntary and community groups, trade unions or professional organisations or private sector organisations or others

All staff of the Public Health Agency, including permanent, temporary and bank staff, staff in training working within the PHA, independent contractors engaged to provide services, volunteers and agency staff) and PHA Board members.

1.4 Other policies or decisions with a bearing on this policy or decision

- **what are they?**
- **who owns them?**

HSC Whistleblowing Framework & Model Policy Nov 2017

Public Interest Disclosure (NI) Order 1998

PHA Incident and near miss reporting policy and procedure

PHA Gifts and Hospitality Policy

PHA HR policies and procedures (including Grievance Procedure, Working Well Together Policy, Code of Conduct for Staff)

(2) CONSIDERATION OF EQUALITY AND GOOD RELATIONS ISSUES AND EVIDENCE USED

2.1 Data gathering

What information did you use to inform this equality screening? For example previous consultations, statistics, research, Equality Impact Assessments (EQIAs), complaints. Provide details of how you involved stakeholders, views of colleagues, service users, staff side or other stakeholders.

Statistics and information from the BSO Human Resource Directorate on PHA staff profile

2.2 Quantitative Data

Who is affected by the policy or decision? Please provide a statistical profile. Note if policy affects both staff and service users, please provide profile for both.

Category	<i>What is the makeup of the affected group? (%) Are there any issues or problems? For example, a lower uptake that needs to be addressed or greater involvement of a particular group?</i>
Gender	PHA Staff Male 20.63% Female 79.37%
Age	PHA Staff <25 - 0.63% 25-29 - 6.03% 30-34 - 11.75% 35-39 - 13.33% 40-44 - 16.19% 45-49 - 20.95% 50-54 - 14.92% 55-59 - 11.11% 60-64 - 4.44% 65-69 - 0.63%

Religion	PHA Staff Not known- 22.86% Protestant/Perceived Protestant- 39.05% Catholic/Perceived Catholic- 36.51% Other- 1.59%
Political Opinion	As 87.30% of PHA staff have not completed this information the quality of our data in relation to political opinion is insufficient.
Marital Status	PHA Staff Divorced- 1.90% Mar/CP- 55.56% Separated- 0.63% Single- 19.05% Widow/r- 0.63% Unknown- 21.90%
Dependent Status	As 85.40% of PHA staff have not completed this information the quality of our data in relation to dependent status is insufficient.
Disability	PHA Staff No- 70.79% Not assigned- 28.25% Yes - 0.95%
Ethnicity	As 74.29% of PHA staff have not completed this information the quality of our data in relation to ethnicity is insufficient.
Sexual Orientation	As 86.35% of PHA staff have not completed this information the quality of our data in relation to sexual orientation is insufficient.

2.3 Qualitative Data

What are the different needs, experiences and priorities of each of the categories in relation to this policy or decision and what equality issues emerge from this? Note if policy affects both staff and service users, please discuss issues for both.

Please see over

Category	Needs and Experiences
Gender	No known issue
Age	Younger (and generally more junior) members of staff may feel intimidated in reporting more senior members who are well known and have established relationships with senior management.
Religion	No known issue
Political Opinion	No known issue
Marital Status	No known issue
Dependent Status	No known issue
Disability	Staff members who have difficulty with reading may find it a barrier to consulting the policy. People with a disability (such as a learning disability) may be less confident in raising an issue.
Ethnicity	Ethnic minority staff who are less proficient in English may be less confident in raising an issue.
Sexual Orientation	No known issue

2.4 Multiple Identities

Are there any potential impacts of the policy or decision on people with multiple identities? For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people.

None identified.

2.5 Making Changes

Based on the equality issues you identified in 2.2 and 2.3, what changes did you make or do you intend to make in relation to the policy or decision in order to promote equality of opportunity?

<i>In developing the policy or decision what did you do or change to address the equality issues you identified?</i>	<i>What do you intend to do in future to address the equality issues you identified?</i>
<p>Every effort will be made to provide information in an alternative format if written format is not accessible to a member of staff.</p> <p>The policy includes a range of people at different levels and different Directorates as well as a designated non-executive director to give staff options for reporting. The PHA has also identified a whistleblowing advisor whom staff can talk to.</p> <p>Information about sources of independent advice is also provided with the policy.</p> <p>The PHA has also organised training for staff, to ensure all staff are aware of how to raise an issue, and that line managers are aware of what to do when an issue is raised. Bespoke training is also being organised for whistleblowing champions and advisor so that they are skilled and resourced in supporting and helping all staff, including those who may be less confident in raising an issue.</p>	<p>If any further equality issues are identified either externally or internally the PHA is committed to revising the policy to ensure all staff members have equity of protection.</p>

2.6 Good Relations

What changes to the policy or decision – if any – or what additional measures would you suggest to ensure that it promotes good relations? (refer to guidance notes for guidance on impact)

<i>Group</i>	<i>Impact</i>	<i>Suggestions</i>
Religion	N/A	N/A
Political Opinion	N/A	N/A
Ethnicity	N/A	N/A

(3) SHOULD THE POLICY OR DECISION BE SUBJECT TO A FULL EQUALITY IMPACT ASSESSMENT?

A full equality impact assessment (EQIA) is usually confined to those policies or decisions considered to have major implications for equality of opportunity.

How would you categorise the impacts of this decision or policy? (refer to guidance notes for guidance on impact)

Do you consider that this policy or decision needs to be subjected to a full equality impact assessment?

Please tick:

Major impact	<input type="checkbox"/>
Minor impact	<input checked="" type="checkbox"/>
No further impact	<input type="checkbox"/>

Please tick:

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

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(4) CONSIDERATION OF DISABILITY DUTIES

4.1 In what ways does the policy or decision encourage disabled people to participate in public life and what else could you do to do so?

<i>How does the policy or decision currently encourage disabled people to participate in public life?</i>	<i>What else could you do to encourage disabled people to participate in public life?</i>
N/A	N/A

4.2 In what ways does the policy or decision promote positive attitudes towards disabled people and what else could you do to do so?

<i>How does the policy or decision currently promote positive attitudes towards disabled people?</i>	<i>What else could you do to promote positive attitudes towards disabled people?</i>
N/A	N/A

(5) CONSIDERATION OF HUMAN RIGHTS

5.1 Does the policy or decision affect anyone's Human Rights? Complete for each of the articles

ARTICLE	Yes/No
Article 2 – Right to life	No
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment	No
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour	No
Article 5 – Right to liberty & security of person	No
Article 6 – Right to a fair & public trial within a reasonable time	No
Article 7 – Right to freedom from retrospective criminal law & no punishment without law	No
Article 8 – Right to respect for private & family life, home and correspondence.	No
Article 9 – Right to freedom of thought, conscience & religion	No
Article 10 – Right to freedom of expression	No
Article 11 – Right to freedom of assembly & association	No
Article 12 – Right to marry & found a family	No
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights	No
1 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property	No
1 st protocol Article 2 – Right of access to education	No

*If you have answered no to all of the above please move on to **Question 6** on monitoring*

5.2 If you have answered yes to any of the Articles in 5.1, does the policy or decision interfere with any of these rights? If so, what is the interference and who does it impact upon?

List the Article Number	Interfered with? Yes/No	What is the interference and who does it impact upon?	Does this raise legal issues?*
			Yes/No

** It is important to speak to your line manager on this and if necessary seek legal opinion to clarify this*

5.3 Outline any actions which could be taken to promote or raise awareness of human rights or to ensure compliance with the legislation in relation to the policy or decision.

N/A

(6) MONITORING

6.1 What data will you collect in the future in order to monitor the effect of the policy or decision on any of the categories (for equality of opportunity and good relations, disability duties and human rights)?

Equality & Good Relations	Disability Duties	Human Rights
The PHA will monitor use of the policy and evaluate if changes need to be made based on feedback of those members of staff who have completed the process.	The PHA will take on board any feedback on this or other policies and consider appropriate changes to this policy and/or the availability and communication of the policy.	The PHA will take on board any feedback on this or other policies and consider appropriate changes to this policy and/or the availability and communication of the policy.

Approved Lead Officer: Rosemary Taylor

Position: Assistant Director Planning and Operational Services

Date: August 2018

Policy/Decision Screened by: Rossa Keegan

Business Unit and contact details PHA Linenhall St.

Please note that having completed the screening you are required by statute to publish the completed screening template, as per your organisation's equality scheme. If a consultee, including the Equality Commission, raises a concern about a screening decision based on supporting evidence, you will need to review the screening decision.

**Please forward completed template to:
Equality.Unit@hscni.net**

Template updated January 2015

Any request for this document in another format or language will be considered. Please contact us (see contact details provided above).

